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Date: January 14, 2014

To: Great Basin Wildland Fire Trainees, Fire Training Officers, Agency Administrators, Fire Management Officers, Great Basin Dispatch Centers, Incident Commanders

From: Chair, Great Basin Coordinating Group

Subject: Great Basin Priority Trainee Program

For the 2014 fire season, the Great Basin Priority Trainee Program will be expanded. Last year the pilot program proved successful in facilitating the mobilization of trainees to incidents within the Great Basin and beyond. The program provided Great Basin trainees hundreds of meaningful assignments in support of interagency succession planning objectives. This year, the program will include additional trainee positions and some modification to the way Incident Management Teams (IMT) roster trainees.

IMT Trainees: Great Basin IMTs will select six trainees during the team selection process to fill the trainee positions that fit the needs of the team. Those trainees may be rostered throughout the duration of the season as a team member or until their position taskbook is completed. Then a new trainee will be assigned to the team. The 12 additional trainee positions allowed on each IMT will be filled from the Great Basin Priority Trainee list at the time of mobilization. Once assigned to an incident, IMTs will determine what trainee position needs or opportunities they have and work with the Great Basin Coordination Center or Geographic Area Training Representative (GATR) to fill those positions.

Trainees Positions Included in the Trainee Priority Program:

- Incident Commander Type 1-3
- All Command Staff positions including Information Officer, Safety Officer, Liaison Officer and Human Resource Specialist
- All Logistics Section positions
- All Finance Section positions including Incident Business Advisors
- All Planning Section positions
- Operations Section positions Task Force Leader and above
- Air Operations positions Helibase Manager Type 2 and Single Engine Air Tanker Manager and above
- All Dispatch positions

Nomination Process: The nomination and prioritization process for trainees is similar to the process already in place for interagency fire training. Nomination forms and program information can be found on the Eastern Great Basin Coordination Center [Overhead](#) webpage.

The process to participate in the priority trainee program:

- Trainees will work with local unit fire training officers to complete the nomination form.
- Local unit training officers will prioritize trainees by position and submit their lists to the Zone Training Representative.
- The Zone Training Representatives will determine trainee priorities by position for the zone.
- The Zone Training Representatives and the Great Basin Training Committee will set final Great Basin priorities for each position.
- The Great Basin GATR will compile and maintain the list and provide it to the coordination centers.
- When there is an opportunity for a trainee to mobilize within or outside of the Great Basin, the coordination centers will utilize the priority trainee list to fill the orders.

Nomination Form Due March 7: Priority Trainee Program nomination forms are due to Zone Training Representatives by Friday, March 7, 2014. Zone Training Representatives are:

- West Idaho – Jean Gallagher, Payette NF, jlgallagher@fs.fed.us
- East Idaho – Heather McDonald, Grand Teton NP, heather_mcdonald@nps.gov
- Nevada – Cindy Savoie, Nevada BLM, csavoie@blm.gov
- Utah – Noni Dalton, Richfield BLM, ndalton@blm.gov

The Great Basin Trainee Priority Program is the primary tool being utilized for succession planning to build IMT capacity as we develop the future of incident management in the Great Basin. If you have any questions please contact Kelly Woods, Great Basin GATR at 208-387-5639.

/s/ Michael Morcom
Chair, Great Basin Coordinating Group

Attachment: Great Basin Priority Trainee Nomination Form

CC: Great Basin Training Committee
Great Basin Operations Group
Great Basin Incident Commander Council
Great Basin Coordination Center